



CITY OF WALNUT GROVE

FEBRUARY 24, 2022

10:00 AM

1021 PARK STREET MUNICIPAL BUILDING

Mayor Mark Moore
Linda Pilgrim
Stephanie Moncrief
Tony Powell
Keegan Ramsey
Tele: Jon Dial

Mayor and Council Work Session Minutes

WORK SESSION

I. **CALL TO ORDER** – Mayor Mark Moore

II. **INVOCATION** – Tony Powell

III. **PLEDGE OF ALLEGIANCE** – All Participated

IV. **AGENDA APPROVAL** – Council member Stephanie Moncrief stated she was contacted by a citizen that the agenda was not posted outside the building. Council member Moncrief asked the City Clerk Keegan Ramsey if the newspaper was notified and Keegan responded yes. City attorney Tony Powell explained if the newspaper asks for the agenda then it must be provided and also the agenda has to be posted at the meeting site as far in advance of the meeting as reasonably possible. Tony Powell also explained that since the newspaper was notified in advance and no items were to be voted on the 24 hour requirement had been met. Council member Linda Pilgrim made a motion to approve the agenda. Council member Stephanie Moncrief seconded. Passed unanimous.

V. **AGENDA ITEMS**

1. **Employee Manual** – Mayor Moore discussed unclear policy areas in the current employee handbook and the need to make changes to clarify them. Mayor Moore commented that he along with council member Linda Pilgrim and city employees discussed possible changes to the employee leave policies regarding sick leave and vacation leave. Mayor Moore suggested changing the sick leave policy to let unused days roll over from year to year because under the current policy they are lost. Council member Linda Pilgrim suggested giving employees the option to trade up to 3 unused sick days for personal days to address instances where personal situations occurred but do not qualify under the sick day policy rules. Mayor Moore and council member Pilgrim both agreed that employees should work for one year before vacation days are awarded. Council member Pilgrim also commented on the need for military leave to be included in any changes. Council member Stephanie Moncrief asked if sick days and personal days were the same and Mayor Moore stated that in the current handbook it was not clearly defined. Council member Moncrief commented she feels like trading the sick days for personal leave days is micro management and employees should be able to manage their own days accordingly.

2. **Ordinances** – Craig Ellington discussed his suggestions on requiring a permit for new fences. Mr. Ellington stated that the current ordinances define what new fencing should look like and materials to be used but do not require a permit. Craig Ellington presented the council with a fence application that he designed along with the city clerk. He stated that he was not aware if changes needed to be made to the city ordinance to require an application. Council member Stephanie Moncrief asked if there was a way to list neighborhood HOA on the application for those who are unaware. Craig Ellington replied that modification could be made if necessary. Mayor Moore asked if the city ordinance needs to be modified to add a fence permit is required. Tony Powell said any improvement to a property should require a permit. Mayor Moore requested the matter go to the Planning and Zoning Commission and their suggestions be presented at the next work session. Craig Ellington also presented an attachment to the current business application for home based businesses and the restrictions.

3. **Variance** – Craig Ellington discussed a variance application for a temporary utility trailer by Church at the Grove. Mr. Ellington asked for clarification if the request needed a variance or a temporary building permit. Council member Stephanie Moncrief commented there was no description on the application and also there was no notary stamp. She also commented she wasn't sure what the variance is for. Tony Powell commented that the refining of the variance is usually done by the city and not the applicant. Council member Stephanie Moncrief asked how long the current building has been in place and she didn't see any sidewalks leading to the building. Craig Ellington stated he was not involved in zoning when the first building was approved.

VI. Adjourn – Council member Stephanie Moncrief made motion to adjourn. Council member Linda Pilgrim seconded. Passed unanimous.